



**Office of the Assistant Secretary of Defense
(Health Affairs)
TRICARE Management Activity
Acquisition Management and Support**

TRICARE ACQUISITION PRACTICE (TAP)

**TAP 15-07, Rev. 000
23 April 2004**

SUBJECT: DEBRIEFING OFFERORS

References: FAR 15.503 Notifications to unsuccessful offerors.
FAR 15.505 Preaward debriefing of offerors.
FAR 15.506 Postaward debriefing of offerors.
TAM 15.506 Postaward debriefing of offerors.

1. PURPOSE:

To establish responsibilities and procedures for planning, conducting, and documenting a debriefing.

2. APPLICABILITY:

This TAP applies to all TMA personnel and functional areas involved in debriefings resulting from competitive acquisitions.

3. DEFINITIONS:

For the purpose of this TAP, a debriefing is a meeting between government personnel and an offeror eliminated from competition for any reason. A debriefing may also be a written explanation. The intent of the debriefing is to explain the reason for elimination and assure the offeror that proposals were evaluated in accordance with the solicitation and applicable laws and regulations. A successful offeror may also request a debriefing.

4. RESPONSIBILITIES:

The contracting officer is responsible for issuing notifications to offerors, receiving all inquiries concerning proposals, and planning and conducting the requested debriefings.

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5. PROCEDURES:

5.1. The contracting officer shall review Enclosure 1 for techniques designed to reduce risk and ensure a successful debriefing.

5.2. Preaward Debriefing of Offerors.

5.2.1. As prescribed by FAR 15.503(a)(1), the contracting officer shall issue a preaward notice to those excluded from the competitive range or otherwise eliminated from competition.

5.2.2. Upon receipt of a written request for a preaward debriefing, the contracting officer shall follow the process prescribed in FAR 15.505.

5.3. Postaward Debriefing of Offerors.

5.3.1. As prescribed by FAR 15.503(b)(1), the contracting officer shall issue a postaward notice to 1) each offeror whose proposal was within the competitive range but not selected for award or 2) those offerors who had not previously been issued a preaward notice of exclusion from the competitive range.

5.3.2. Upon receipt of a written request for a postaward debriefing, the contracting officer shall follow the process prescribed in FAR 15.506.


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ENCLOSURES

1. Debriefing Requirements and Techniques (5 pages)